



Amherst Massachusetts

LEISURE SERVICES & SUPPLEMENTAL EDUCATION DEPT

Bangs Community Center
70 Boltwood Walk
Amherst, MA 01002
www.lsse.org

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Dear Instructor Candidate:

Thank you for your interest in teaching a course through the Town of Amherst Leisure Services and Supplemental Education Department (LSSE). This packet will provide you with the forms and information you need in order to submit a proper course proposal for consideration.

Attached, you will find a *Course Proposal Packet* containing three items--*General Information and Helpful Hints for Planning LSSE Courses*, an *Instructor Application Form*, and a *Course Proposal Form*. After reading the guidelines, please complete all forms and include a copy of your resume, three current letters of reference and/or contact information for three references (required), copies of any certificates and/or licenses pertinent to the course subject matter, and any other materials verifying your ability to teach your proposed course. Then, return your *Course Proposal Packet* to the Adult and Youth Education Program Director, via mail, fax, or drop-off by the deadline. Our office is located on the lower level of the Bangs Community Center, and our office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

Once received, your proposal will be reviewed by the Adult and Youth Education Program Director. He or she will contact you to inform you of the status of your application and course proposal. If the proposal is accepted, s/he will arrange to meet with you to discuss final course details such as dates, times, location, cost, and your contract percentage (usually 50% of collected program fees).

When your course is ready to go, LSSE will be responsible for providing you with the following in support of your course:

1. Free advertising in our seasonal brochure, *Amherst Leisure Times*, which reaches over 16,000 area residents;
2. An appropriate space in which to conduct your course (usually the Bangs Community Center, Amherst Middle School, or Munson Library);
3. When and if possible, access to basic, course-related equipment (e.g.-VCR); and,
4. Once the course has been completed and contract terms met, payment of a mutually agreed upon percentage of the gross proceeds of the course (usually 50% of collected program fees).

As an LSSE Instructor, you will be required to sign our standard *Instructor Contract Agreement* affirming your commitment to teach your course as agreed and advertised. You will also be expected to provide materials--such as photocopies and other supplies--needed to conduct your course. If you choose, you may be reimbursed for these expenses by charging a reasonable lab fee for the course.

THANK YOU again for your interest in LSSE!

GENERAL INFORMATION AND HELPFUL HINTS **FOR PLANNING LSSE COURSES**

Audience: LSSE strives to offer courses that are of interest to people of all ages, backgrounds, and abilities. Course participants come from all over the Pioneer Valley.

Seasonal System: *Generally*, LSSE courses are offered on a seasonal basis--Fall, Winter, Spring, and Summer. Courses *usually* run eight or fewer weeks per season (dependent upon subject matter and individual course goals) and class sessions are *normally* held one day per week. There are exceptions to these general rules, but many courses fit this mold.

Types of Courses: LSSE courses tend to fall into several general categories. These include visual and performing arts; crafts and hobbies; health, exercise, and fitness; dance; personal development; sports; and pre-schooler and youth courses. **HOWEVER**, we are always on the lookout for creative new course ideas, so don't hesitate to suggest new ideas and categories!

Course Scheduling Issues: Especially when they affect the availability of our teaching facilities, public school vacations and official holidays are taken into consideration in planning each season's course schedule. Due to limitations in staff resources and facility space (see "Facilities" below), the majority of courses take place on Mondays, Tuesdays, Wednesdays, or Thursdays. A *limited* amount of facility space is available for Friday, Saturday, and/or Sunday courses.

Facilities: LSSE relies on shared space to accommodate its courses and programs. Most LSSE courses take place at the Amherst Middle School, the Bangs Community Center, or the Munson Library. Some instructors provide their own space for teaching LSSE courses. Some others lease space from private businesses and then pass this cost on to students through increased price or a lab fee.

Equipment: In some facilities, extra equipment (TV's, VCR's, overhead projectors, etc.) is available for use by LSSE instructors. The use of extra equipment must be arranged with the Program Director during pre-season course negotiations in order to assure availability.

Course Materials: In general, instructors are responsible for supplying handouts, special equipment, and/or expendable materials required for use by participants during the course. Where appropriate and when properly arranged with the Program Director, instructors can choose to charge a reasonable lab fee to cover the cost of handouts and expendable materials and supplies. Additionally, course participants can be asked to supply their own materials, supplies, and/or relevant equipment by including a supply/materials/equipment list (along with estimated cost) in the course description.

Promotion and Publicity: Each season, LSSE publishes *Amherst Leisure Times*, our quarterly brochure listing all courses, programs, and activities for that season. Our brochure is direct-mailed to over 12,000 Pioneer Valley residents each season. An additional 4,000 brochures are distributed via placement in public facilities and popular businesses throughout Amherst and surrounding communities. When possible, LSSE supplements our internal promotional efforts by sharing course information with area newspaper editors and encouraging them to do feature stories. New courses tend to be those most often

featured. However, all selections and printing dates are at the editors' discretion. We strongly encourage instructors to advertise and promote their LSSE courses through supplemental means. Interested instructors should contact the Program Director for guidelines before doing independent advertising.

Contracted Instruction: LSSE instructors work under a seasonal contract that details both parties' (instructor's and LSSE's) responsibilities. Payment is made once ALL terms of the contract have been met. Key instructor responsibilities include contacting course participants when classes must be cancelled, agreeing to make up cancelled classes, keeping complete and accurate participant attendance records, assisting in the course evaluation process, and submitting all records and requested paperwork in a timely fashion.

Fee Reduction Program: LSSE recognizes that the fees charged for some programs may place an economic hardship on some individuals. For this reason, LSSE sponsors a fee reduction program for those qualified **Amherst** residents enrolled in our youth classes. As an instructor, if you know of children or teens who may benefit from this program, you can encourage their parents/ guardians to contact the LSSE office and apply for a fee reduction. Application processing generally takes 1-2 weeks. Fee reductions are absorbed by the department and do NOT affect instructor pay.

Town of Amherst Leisure Services and Supplemental Education Department
70 Boltwood Walk, Amherst, MA 01002
413-259-3065 (phone) 413-259-2407 (fax)

INSTRUCTOR APPLICATION FORM

Name _____ Today's Date _____

Address _____
(street) (city/state/zip)

Social Security # _____ E-Mail Address _____

Home Phone _____ Work Phone _____ Fax _____

Cell Phone _____

1. What are your current occupation and place of employment? _____

2. Please list previous positions, including classes you have taught, that are related to the subject(s) you wish to teach:

(a) _____

(b) _____

(c) _____

(d) _____

3. Please list related workshops, seminars, and conferences you have attended _____

4. Why you are interested in teaching a class with LSSE? _____

5. How long have you been teaching adult and/or youth education classes? _____

6. Please list your educational background:

Type of School

Name/Location

Major/Minor

Degree/Date

High School_____

College_____

Graduate School_____

7. Please list and describe any relevant licenses or certificates held_____

8. Please list and describe relevant awards received_____

9. Please list any publications or writings that you have been involved with related to your proposed course(s)_____

10. Please describe any travel experience you have had pertaining to your proposed course(s)_____

11. What are your hobbies and areas of interest?_____

12. What other information would you like to provide us about yourself?_____

13. **PLEASE NOTE:** For your application to be considered complete, you must also submit the following support materials:

- ◆ A copy of your resume
- ◆ Letters of recommendation and/or complete contact information for three (3) current references
- ◆ Samples, articles, brochures, reviews, etc. of your work (OPTIONAL)

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COURSE PROPOSAL FORM

INSTRUCTIONS: Please fill out this form as completely as possible and attach any pertinent supporting information or materials (e.g.-samples, articles, reviews) you deem helpful. Bear in mind that this is a **draft** course proposal and that final details and arrangements will be worked out with the Adult/Youth Education Program Director. If you are proposing to teach more than one class, please make additional copies of this form and complete one form for each class proposed.

Name _____

Address _____
(street) (city/state/zip)

Social Security Number _____ E-Mail Address _____

Home Phone _____ Work Phone _____ Fax _____

Cell Phone _____

Proposal

1. Course title _____

2. Purpose of course _____

3. Goals of course _____

4. Style of instruction to be used _____

5. Targeted population _____

Description

(100 words or less)

*Please write a brief course description suitable for publication in **Amherst Leisure Times**, our seasonal brochure. Your course description should briefly state the goals of the course and the methods to be used to obtain those goals as well as specify the age range of participants targeted.*

Outline

Please attach an outline of what will happen weekly throughout your course

Details

1. Minimum number of participants_____
2. Maximum number of participants_____
3. Targeted age group_____
4. Number of course sessions_____
5. Time length of each session_____
6. Proposed day(s) of the week_____
7. Proposed times of session_____
8. Type of space/facilities needed_____
9. Equipment needed_____
10. Season(s) you wish to teach (Fall, Winter, Spring, Summer)_____
11. Minimum hourly rate you are willing to receive for teaching_____